

# NKUHT Language Center

## Four-year College 'General Education English Course' Rules & SOP

### 1. Course rules

- (1) Five courses, two credits for each course, for a total of ten credits:
  - A. First semester, first year: 'English Listening/Speaking (I)' & 'English Reading/ Writing (I)'
  - B. Second semester, first year: 'English Listening/Speaking (II)' & 'English Reading/ Writing (II)'
  - C. First semester, second year: 'Workplace English'
- (2) The Language Center arranges classes according to results of a language proficiency test taken at orientation prior to the start of the first year.
- (3) Except for Department of Applied English students, all day and night college students must take GE English courses.

### 2. Exempting Course

- (1) Requirements: New students may exempt GE English courses if they meet one of the following requirements:
  - A. An English proficiency test score equivalent to CEFR B2 or higher **within the two years**.
  - B. A (vocational) high school or higher diploma from a native English speaking country.
- (2) Application Time: Applications will only be accepted starting from **the first day of classes of students' first semester at NKUHT through the first week of students' second semester at NKUHT**. Late applications will not be accepted.
- (3) How to apply:
  - A. Download and fill out the 'GE English Credit Exempting Application Form' and attach a copy of a proficiency test score (**taken within the two years**) or a diploma.
  - B. Bring the Application Form and original and a copy of your proficiency test score or diploma to the Language Center (H Building, H103).
  - C. The Language Center will examine applicant eligibility and submit the list of eligible names to the Academic Affairs Office.
- (4) **After passing the exemption review, students are required to complete 8 credits of General Education courses for Juniors/Seniors to make up for the exempted General English credits.**
- (5) Download the related documents:
  - A. Language Center Website/Download/'[Rules for Academic Credit Exemption for 4-Year College General Education English Courses](#)'.
  - B. Language Center Website/Download/'[GE English Credit Exemption Application Form](#)'
- (6) For transfer students: Please bring your previous school's transcript, course syllabus, and other related documents related to the NKUHT GE English course that you want to waive/exempt to Language Center (H103).

### 3. Retake Course

- (1) Students must retake courses at the same levels of the original courses they failed.
- (2) Application Time: During the add/drop period of the semester.
- (3) How to Apply:
  - A. Download and fill out the 'Add/Drop Course Form' from Academic Affairs Office.
  - B. Bring the 'Add/Drop Course Form' to the Language Center (H103). The Language Center Assistant will add you to the appropriate class after checking the class information.
  - C. Signatures: The 'Add/Drop Course Form' should be signed, in order, by your GE English Class teacher→ Language Center Director→ GE Center Director→ Academic Affairs Office.
- (4) Attention:
  - A. Please come to Language Center (H103) during the add/drop period. The Language Center will be closed from 12:00 PM to 12:30 PM for lunch break.
  - B. **The application steps must be completed during the add/drop period.**

### 4. For FAQ, please see: [Language Center webpage/Downloads/'NKUHT Language Center Courses Q&A'](#)